

Position Title: **POOL CUSTODIAN**

Reports To: Pool Manager/Head Lifeguard

**Desirable Qualifications:**


High School diploma or equivalent desired. Knowledge of cleaning, disinfectants, hazardous materials, and minor maintenance preferred. Neat and clean in appearance. Has the ability to represent the Haines Borough as an ambassador to both visitors and the community.

**Performance Expectations:**

- Is congenial with patrons and fellow staff members.
- Maintains a positive attitude about his/her position.
- Maintains confidentiality.
- Is fair and equitable in the treatment of all patrons.
- Immediately reports concerns or criticism to supervisor.
- Serves as a role model for patrons in speech conduct and appearance.
- Displays initiative.
- Shows pride in quality of work.

**Major Performance Responsibilities:**

Clean assigned areas including:

- Vacuum floors and ramp daily.
- Empty trash daily or as needed.
- Clean windows and doors inside and out including pool area windows
- Immediately eliminate all graffiti or vandalism. Report it to supervisor.
- Maintain Supply, Equipment and Guard rooms in a clean and orderly fashion. 
- Keep equipment clean and in good repair
- Clean and Sanitize both drinking fountains. (one in pool area, one in lobby)
- Keep walkways, steps, and entrances free of ice and snow as directed.
- Report damage to building or equipment to your supervisor in a timely manner.
- Check to ensure windows and doors are secure before leaving for the day.
- Shampoo carpets if necessary.
- Wipe down shoe rack.
- Other duties as assigned.

**BATHROOMS**

- Toilets/urinals and sinks cleaned with a sanitizing agent (inside and out)
- All mirrors wiped clean.
- All chrome: hair dryers, shelves, toilet paper dispensers, hand towel dispensers and toilet pipes wiped clean.
- Check to refill soap, toilet paper, and hand towel dispensers.
- All Showers cleaned and sanitized (Shower Foam)
- Locker Room Floors sanitized and rinsed well. Water swept into drains.
- Dispose of all hair in drains.

## **Pool Custodian Responsibilities**

### **Nightly**

1. Vacuum all carpeted areas
2. Empty All Trash containers . Put in outside container.
3. Wash mirrors, sinks, toilets, shelf and hair dryers in locker rooms.
4. Wipe down bathroom doors and stall walls with disinfectant.
5. Check and/or fill; toilet paper, paper towels, & soap dispensers.
6. Hose entire showers with Disinfectant QT
7. Mop or spray entire locker room floor with Disinfectant QT
  - A. (if spray-Rinse Thoroughly) & squeegee water/hair into drains. Clean garbage off drain covers and throwaway.
8. Clean shoe rack.
9. Shine all windows/glass/stainless steel.
10. Inspect the facility daily and report unsafe conditions and maintenance needs to supervisor.

### **Twice Weekly**

1. Scrub with brush; all shower walls, floors & blue mats

### **Once Weekly**

1. Mop out Guard room and Guard Locker room/ and handicap shower.

### **Miscellaneous**

1. Spot clean carpet.
2. Wipe entry rails with disinfectant.
3. Shine doors with Windex.
4. Dust wood trim.
5. Clean walls/trim
6. Disinfect garbage cans
7. Clean out hair dryers (every 3-4 weeks)
8. Clean top of shoe rack, soda machine, and lockers
9. Disinfect front of lockers (every 1-2 weeks)

### **Job Rotation**

Monday- Scrub walls, floors, mats in Women's shower.

Tuesday- Clean lockers in & out

Wednesday-Clean lobby & entrance

Thursday-Scrub handicap/guard shower & mop guard rooms

Friday-Scrub walls, floors, mats in Men's shower

Saturday-Spot clean carpet